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## **National Council for Air and Stream Improvement, Inc. (NCASI) Job Posting**

**Position: Research Assistant**

Reports to: Principal Research Scientist & Analytical Research Leader

Work Week: Non-exempt, 40 hours/week

Revised: March 30, 2021

Job Location: NCASI Office in Newberry, FL

The National Council for Air and Stream Improvement, Inc. (NCASI) is a non-profit research organization focusing on environmental issues of interest to the Forest Products Industry. NCASI is seeking a career-minded individual willing to take on increasing levels of responsibility to fill the Research Assistant position at its office and laboratory in Newberry, Florida.

### **Essential Job Functions**

- Perform routine laboratory activities such as sample preparation, extractions, water quality tests, and other analyses involving complex procedures, methods, and instrumentation in a manner consistent with established QA/QC and produce error-free data of the highest quality.
- Carry-out Gas and/or Liquid Chromatography analyses, with training and direction as appropriate, on various matrices and interpret associated data.
- Receive direction from and regularly communicate with assigned supervisory contact and other members of the professional staff.
- Accomplish preliminary data reduction activities involving the use of computer software applications such as spreadsheets, databases, and word processing applications on the Microsoft Office and other software platforms.
- Prepare written summaries of test data.
- Assist in maintenance and integrity of laboratory equipment.
- Demonstrate a commitment to safe practices in laboratory operations.
- Assist in organizing and assembling sampling kits for field-sampling activities, including preparing reagents, buffers and other essential items as applicable.
- Keep accurate written records of testing and other data-gathering activities.
- Respond to internal technical queries on analytical methods in a competent and timely manner.
- Must be able to get to and work from the NCASI office in Newberry, FL.
- Develop familiarity with the pulp and paper manufacturing process, or other activities of the forest products industry, as appropriate.
- Read, absorb, process, and communicate complex information. Respond to internal technical queries in a competent and timely manner.

**Minimum Qualifications**

- Associate's degree in Chemistry or closely associated scientific discipline, and 2 years hands-on laboratory experience with sample preparation and analysis.
- Proficient in data reduction activities involving spreadsheets, databases and word processing applications.
- Strong writing, speaking and critical thinking skills.

**Additional Preferred Proficiencies**

- Strongly prefer Bachelor's degree in Chemistry or closely associated scientific discipline
- Familiarity with Gas and/or High-Performance Liquid Chromatography analyses and related analytical method SOPs.

**To Apply**

Please forward resume, cover letter and list of references to Ms. Tracy Stubbs at [tstubbs@ncasi.org](mailto:tstubbs@ncasi.org). Review of applications will begin on April 15, 2021 and continue until the position is filled. NCASI is an equal opportunity employer.